

# **Guidance for Federal Assistance Applicants**

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This collection of information is for individuals and organizations applying for federal financial assistance in the form of grants, loans, or other assistance programs. Please browse the table of contents to see what information is contained here.

If you would like a full walkthrough of the SAM.gov registration process with screen-by-screen instructions, please see the last section, [Assistance Registrations Walkthrough](#).

## **What Is an Entity?**

The term “Entity” refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any federal government agencies desiring to do business with the government.

Entity can also refer to a party which has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

## **The Difference between Federal Assistance and Federal Contracts**

**Federal Assistance:** The federal government supports a broad range of financial assistance—in various areas such as education, health care, research, infrastructure, economic development, and others—through grants, loans, scholarships, insurance, and other types of financial assistance.

**Federal Contracts:** Unlike grants, which are assistance mechanisms, contracts are a procurement mechanism. Contracts are used by the federal government to purchase goods or services for direct benefit or use by the government.

## **What Do I Need to Get Started?**

### **Unique Entity Identifier (UEI)**

You need a Unique Entity Identifier (UEI) to register your entity in SAM.gov. UEIs are unique for each physical location you register. In SAM.gov today, all entities are uniquely identified by a DUNS Number, provided by Dun & Bradstreet (D&B). The first step in preparing to obtain a DUNS Number is to ensure that your organization does not already have one. Go to the [Dun & Bradstreet](#) portal for federal contractors and grantees and search for your organization. If you find your organization, you already have a DUNS Number and can have it emailed to you. If you do not already have a DUNS Number, you can request one for free. It usually takes no more than 1–2 business days to obtain a DUNS Number.

You need to provide a physical address to D&B when you apply for your DUNS Number. D&B uses your physical address to verify that your entity is a legitimate and unique organization. Once your address is confirmed with D&B, record exactly, *including capitalization and punctuation*, the address that you used at D&B. You will need to provide this *exact* address when registering your entity in SAM.gov.

## Taxpayer Identification Number

You need your entity's Taxpayer ID Number (TIN) and Taxpayer Name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS). Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN; however, we strongly encourage you to obtain a [free EIN from the IRS](#). Allow approximately two weeks before your new EIN is ready for use when registering in SAM.gov.

If you are uncertain about your TIN or Taxpayer Name in IRS records, we suggest that you compare the information you entered with the Taxpayer Name and TIN information on the following documents from the IRS:

- The original notice you received from the IRS assigning you an EIN
- Your most recent federal tax return for the business activity
- Any other recently received notice for the business activity

If your TIN is an SSN, compare the name and the number with the information on your actual Social Security card.

## What to Prepare before You Begin the Registration Process

Depending on the type of registration you need, categories of information needed to register in SAM.gov may include the following:

- **Core Data:** Includes, but is not limited to, an entity's DUNS Number, name, address, general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.
- **Assertions:** Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, NAICS codes, and optional Electronic Data Interchange (EDI) and disaster relief data.
- **Representations and Certifications:** Details related to an entity's small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II). Entities registering for federal assistance only review a set of standard certifications.

- **Points of Contact (POCs):** Types include, but are not limited to, contacts for accounts receivable, electronic business, and government business. POC information is mandatory for all registration types.

Before you start, please be sure you also have gathered the following information:

- Your DUNS Number from Dun & Bradstreet, and the name and exact address associated with that DUNS Number.
- Your TIN, which is either your EIN or your SSN, and the name associated with that TIN (from your W-2 or W-9) (U.S. registrants only).
- Your Commercial and Government Entity (CAGE) or NATO CAGE (NCAGE) code, if you already have one.
  - Note: U.S. registrants do not need to have a CAGE code prior to registration; you may automatically receive one as a part of your entity's registration in SAM. Foreign entities must have an NCAGE code prior to registering in SAM.gov.
- Your Electronic Funds Transfer information, such as your financial institution's ABA Routing Number and your account number, along with the bank phone or fax number (U.S. registrants only).

You will be unable to submit your registration online unless you provide all mandatory information.

## Guide to Codes Used in SAM.gov Entity Registrations

### DUNS Number

- Stands for: Data Universal Numbering System Number
- Description: A unique identifier assigned by D&B; mandatory to begin SAM registration. This is entered into SAM.gov as a nine-digit numeric code, using no spaces.

### MPIN

- Stands for: Marketing Partner Identification Number
- Description: The MPIN is a self-created access code shared with authorized partner applications (e.g., Grants.gov). It must be nine characters long and include at least one letter, one number, and no spaces or special characters. Registrants create the MPIN on the Business Information page of the entity registration.

### CAGE Code

- Stands for: Commercial and Government Entity Code
- Description: A unique identifier assigned by the Department of Defense (DoD) Defense Logistics Agency (DLA) for entities located in the U.S and its territories. The CAGE code is a five-character alphanumeric value with no spaces, and displays in uppercase format. It is not necessary to have a CAGE code before registration. If you are an entity located in the U.S. or

one of its territories and do not already have a CAGE code, the DLA may assign one to you upon activation of your entity registration.

### NCAGE Code

- Stands for: North Atlantic Treaty Organization (NATO) CAGE Code
- Description: A unique identifier required for all foreign entities registering. This identifier is a five-character, alphanumeric value with no spaces, and displays in uppercase format. To locate the right identifier for your entity, go to the [NCAGE Code Application form](#).

### TIN

- Stands for: Taxpayer Identification Number
- Description: A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. There are two types of TINs used in SAM.gov, EINs and SSNs. The IRS issues EINs, while the Social Security Administration (SSA) issues SSNs. These are entered into SAM.gov with no spaces.

## What are Representations and Certifications?

SAM.gov is the governmentwide repository for standard information about applicants and recipients. If you are registering in SAM.gov to pursue federal assistance opportunities like grants, loans, and other financial assistance programs, you must complete the Representations and Certifications (Reps and Certs) section. Completing Representations and Certifications during the SAM entity registration process:

- Eliminates the administrative burden of submitting the same information to various organizations;
- Establishes a common source for this information to organizations across the U.S. government; and
- Allows the awarding official to incorporate the representations and certifications in the award.

## Beginning Your Registration

### Log in to SAM.gov

1. Navigate to [SAM.gov](#).
2. Select the “Sign In” link in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will redirect you to login.gov.
4. Enter your login.gov credentials and select “Sign In.” The system may prompt you to enter a one-time security code. (You will receive this code via the authentication method you selected

during account creation.)

*Note: If you do not already have a Login.gov account, please create an account.*

5. After signing in, the system will redirect you to your SAM.gov Workspace.

## Start a New Entity Registration in SAM.gov

To walk through this process with screenshots, please see the [last section](#) of this document.

1. From the Workspace, locate the Entity Registration widget in the main area and select the “Register Entity” button.
2. Select the “Start Registration” button at the bottom of the registration overview page.
3. Review the Before You Start information, and gather all required information needed to complete your registration.
4. Select the “Continue” button to proceed.
5. Begin the online registration. If you have all the necessary information, this should take approximately 45 minutes to complete. The time to complete could vary depending on the size and complexity of your registration.

## Completing Your Registration

1. Select your entity type.
2. If you are registering in SAM.gov to apply for a federal financial assistance opportunity on Grants.gov and you are NOT interested in pursuing federal contracts, choose the grants only path:
  - Select “I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs” in response to the question “Why are you registering this entity to do business with the U.S. government?”
3. Complete the Core Data section:
  - Validate your entity information.
  - Enter business information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Be sure to remember your MPIN, as it will help identify you in several other government systems. You must have it to apply in Grants.gov.
  - If you have a CAGE code, enter it here. Foreign registrants must enter their NCAGE code before proceeding.
  - Enter general information (business types, organization structure, etc.) about your entity.
  - Provide your entity’s financial information, e.g., U.S. bank Electronic Funds Transfer (EFT) information for federal government payment purposes. Foreign entities do not need to provide EFT information.

- Answer the executive compensation questions.
  - Answer the proceedings details questions.
4. Complete the representations and certifications section (for non-federal entities only). Select Yes/No on the Financial Assistance Response page.
  5. Complete the Points of Contact (POCs) section:
    - Your electronic business POC is essential to your Grants.gov registration and application process. Other government systems, such as the CAGE program, will use your government POC to contact you. List someone with direct knowledge of this registration for both of the POC fields.
  6. After your final review, make sure to select “Submit.” You will receive a confirmation message on the screen. If you do not see this message, you have not submitted your registration.  
*Note:* We will review your registration. SAM.gov will send an email when your registration is active.

## Registering an Entity in an Organizational Hierarchy

### What Is an Organizational Hierarchy?

If you are an individual or an independent business, you are not part of a hierarchy. If you are a part of a larger organizational structure, you may be part of a hierarchy. For example, an academic department may be part of a university’s hierarchy.

### If You Are Part of a Hierarchy...

Once you select “Save and Continue” on the Verify DUNS Number Information page, you must await approval to continue with your registration. The system will show a message that states:

“You are trying to register an entity that is part of a larger organization. We sent your request to an administrator in that organization. They must review and approve your request before you can register this entity. You will receive an email notification from SAM.gov when the organization administrator makes their decision. Until then, you cannot proceed.”

*Note:* You will also receive an email with this information.

The entity registration will remain in draft status pending review by the entity administrator for the organization. You will not be able to edit or update the registration until approved by the organization administrator. If the entity administrator does not respond within 5 business days, then you will be required to submit a notarized letter to proceed. Please see the [Notarized Letter Process section](#) of this document.

Once the organization administrator reviews your request and makes a decision, the system will send you an email notification. It will come from donotreply@sam.gov. If approved, you will be able to proceed with your registration. If rejected, the draft record will be deleted from the system.

## Notarized Letter Process

In certain instances SAM.gov requires a notarized letter to appoint an entity administrator. Your notarized letter needs to:

- Be on your company/organization letterhead, and be signed by your company president, CEO, or other authorized signature authority
- Contain your company/organization DUNS number
- Contain the new Entity Administrator's name, phone number, address and email address
- Contain this statement above the signature block of your letter and insert the appropriate names where noted:
  - "The purpose of this notarized letter is to designate [insert name of entity administrator] as entity administrator for [company]. I, [name and title of signatory], hereby confirm that [insert name of entity administrator] is an authorized officer, agent, or representative of [insert entity name, or, for individuals representing themselves, say him/herself]. This letter will authorize [Insert name of entity administrator] to have access to the System for Award Management (SAM). SAM is a computer system managed by the federal government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter."

Please note that the United States federal government does not charge or require any fees in order to be registered in SAM, nor does it charge any fee to receive assistance from the Federal Service Desk, which is the help desk that services SAM.

If the administration of the company's SAM record is to be managed by a third-party company, include the following:

- For the purpose of registering with the United States government through the online System for Award Management (SAM), I, the below signed, do hereby authorize the following person who is not directly affiliated with the entity listed above, to act on behalf of the entity: [insert full name, phone number, address, and email address of the third-party agent] (designated third-party agent). This authorization permits the designated third-party agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have



checked the third-party agent designation box and completed the above information to indicate that the designated entity administrator is a third-party agent.

If the administration of the company's SAM record will not be managed by a third-party company include the following:

- “For the purpose of registering with the United States federal government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of [company organization, agency].”

*Note:* Letters omitting either third-party authorization or denial will be considered unacceptable.

The following notarized letter templates are available to assist with creating your notarized letter:

- [Template 1 - Single Entity](#)
- [Template 2 - Multiple Domestic Entities](#)
- [Template 3 - International Entity \(No U.S. Banking Info\)](#)

*Note:* If you are outside of the United States, you may contact the United States Embassy Consulate to get your letter notarized.

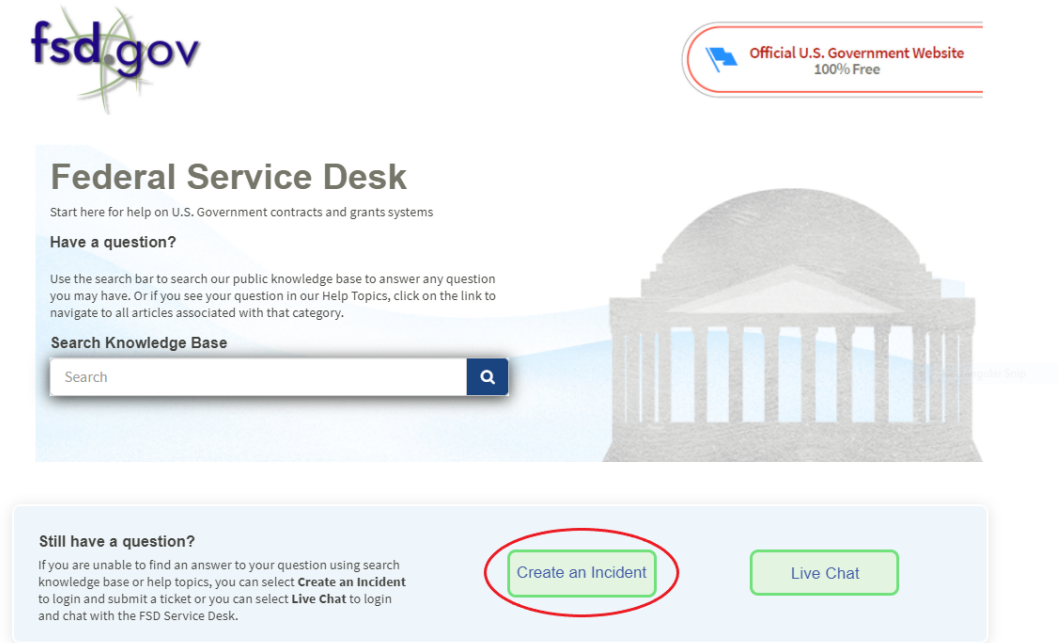
## Submitting the Notarized Letter to the Federal Service Desk

The letter must be notarized, scanned, and submitted to the Federal Service Desk ([FSD.gov](https://fzd.gov)). Follow the steps below to submit the scanned notarized letter to the FSD:

*Note:* The new entity administrator must have an individual SAM.gov user account created with the email address provided in the notarized letter for the FSD to process your request.

Log in to [FSD.gov](https://fzd.gov). You can use the same login.gov account you used to log into SAM.gov.

1. Select “Create an Incident.”



**fsd.gov**

Official U.S. Government Website  
100% Free

## Federal Service Desk

Start here for help on U.S. Government contracts and grants systems

**Have a question?**

Use the search bar to search our public knowledge base to answer any question you may have. Or if you see your question in our Help Topics, click on the link to navigate to all articles associated with that category.

**Search Knowledge Base**

Search

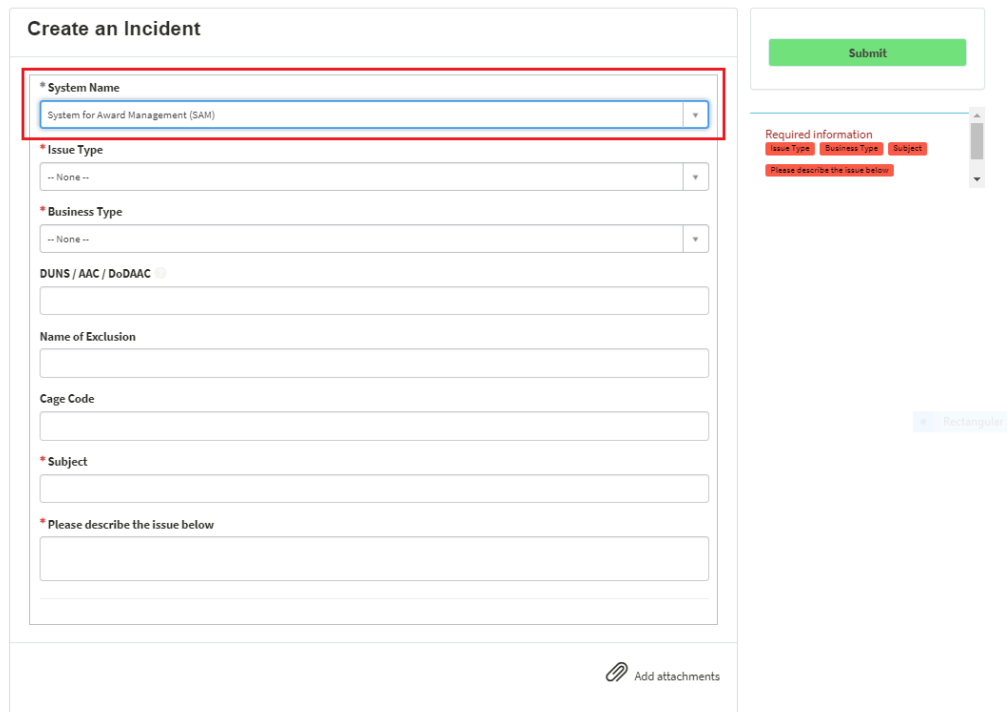
**Still have a question?**

If you are unable to find an answer to your question using search knowledge base or help topics, you can select **Create an Incident** to login and submit a ticket or you can select **Live Chat** to login and chat with the FSD Service Desk.

**Create an Incident**

**Live Chat**

2. Select System for Award Management (SAM) in the “System Name” field.



### Create an Incident

**\* System Name**

System for Award Management (SAM)

**\* Issue Type**

-- None --

**\* Business Type**

-- None --

**DUNS / AAC / DoDAAC**

**Name of Exclusion**

**Cage Code**

**\* Subject**

**\* Please describe the issue below**

**Submit**

**Required information**

**Issue Type** **Business Type** **Subject**

**Please describe the issue below**

**Add attachments**

3. Select SAM: Notarized Letter in the “Issue Type” field.



4. Fill out all remaining fields.
5. Select the “paper clip” icon to add attachments and attach your scanned notarized letter.



6. Once you have filled out all required information and attached your notarized letter, select “Submit.”



## What Comes Next

### How Long Will it Take for the Submission to Become Active?

Allow up to 7–10 business days *after you submit* your registration to become active in SAM.gov.

SAM.gov must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation or assignment with DoD. This time frame may be longer if the information you provide is flagged for manual validation by either party. You will receive an email alerting you when your registration is active.

If you notice your registration has had a status of Submitted for longer than 14 days, check your spam or junk mail folder for requests for corrections to your information. If you have not been contacted to correct or update the information, please contact the [Federal Service Desk](#).

### How to Check the Status of an Entity Registration

1. To check an entity's registration status, you must either be a federal user or have a role with the entity.
2. Log in to SAM.gov. (Registration status is not available without signing in.)
3. From your Workspace, select Home from the menu, then select "Check Registration Status" on the homepage. The same "Check Registration Status" is also located on the entity information page.
4. From the check entity registration status, you can enter an entity's Unique Entity Identifier (DUNS Number) with or without the EFT Identifier or CAGE code.
5. The status provides a quick summary for an entity, displaying the progress of that entity's most recent record. It will also display what steps remain until it is completed. The steps required are determined based on the purpose of registration.
6. Select the topic under "More About" for additional help on any of the status symbols or steps.
7. To get the full entity details with representations and certifications or any exclusions, use the main search

## The Entity Administrator Role

SAM.gov grants the entity administrator role to the first user to register an entity in SAM.gov. When there is an existing entity administrator, other users can request this role or an entity administrator can invite other users to become additional entity administrators.

If you are submitting a notarized letter to appoint an entity administrator, consider the actions that will be allowed and use this information, along with your organization's policies, to make your selection.

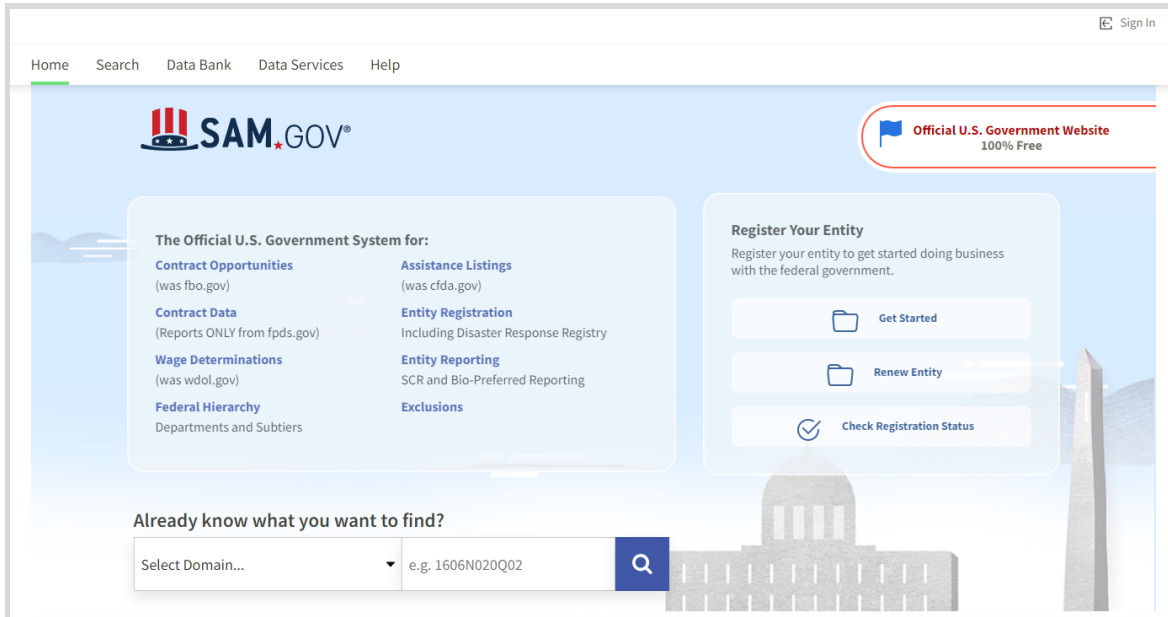
An entity administrator can perform the following actions for their entity management registration in SAM.gov:

- View the entity's entire entity management registration. This includes any entities in the organization's hierarchy
- Update and renew the entity management registration and any entities in the organization's hierarchy.
- Deactivate the entity management registration
- Create, update, and delete Service Contract Reports (SCRs) and BioPreferred reports
- Manage and assign which users have roles with an entity
- Approve or reject hierarchy registration requests

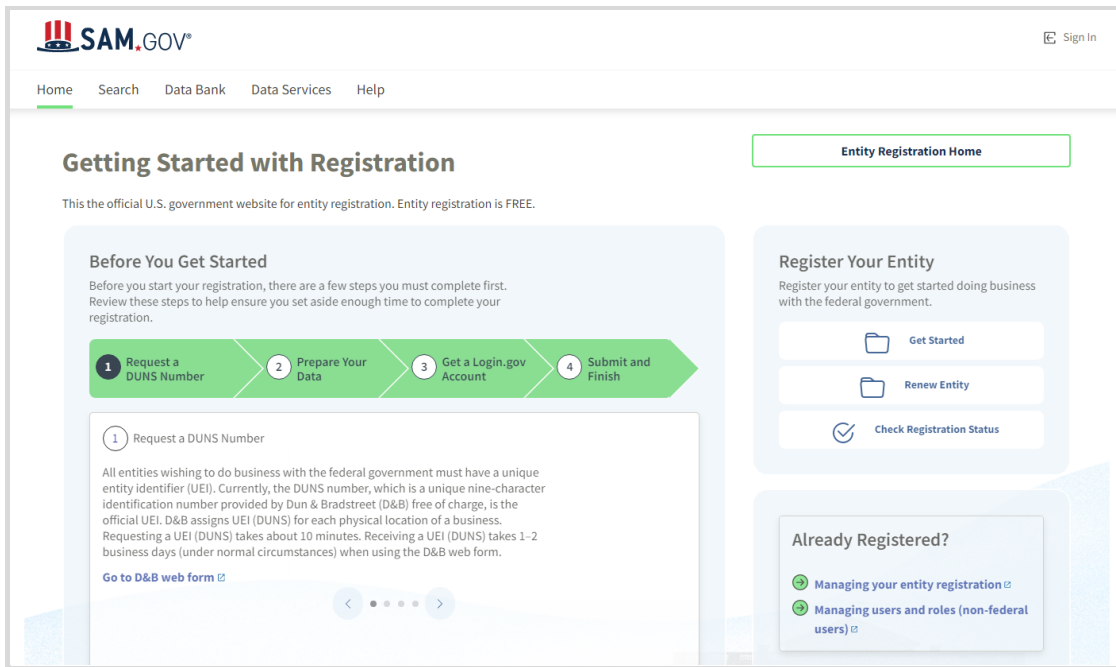
We recommend that you have **more than one** or even more than two entity administrators for your organization. In the event that an entity administrator leaves your organization, you will need someone else with the role to assign a replacement for them. When your annual entity registration renewal is due, you don't want to find there is no one who has the role to complete it. If that happens, you will have to go through the notarized letter process again.

## Assistance Registration Walkthrough: A Step-by-Step Guide with Screenshots

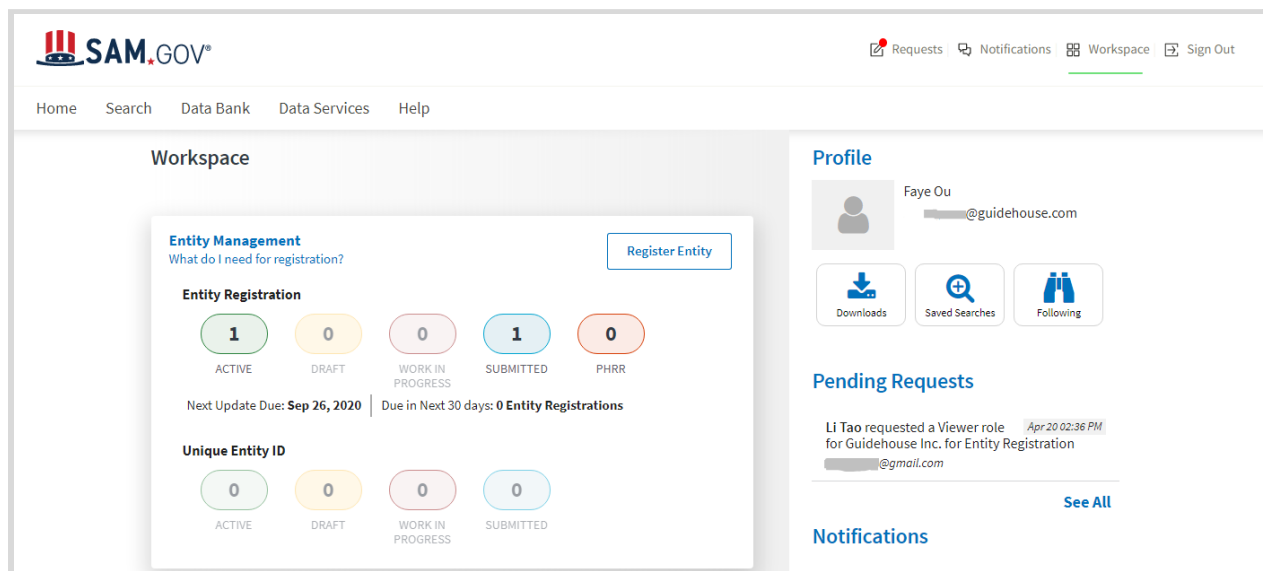
1. Launch <https://sam.gov>
2. Select “Get Started” under the “Register Your Entity” section on the right.



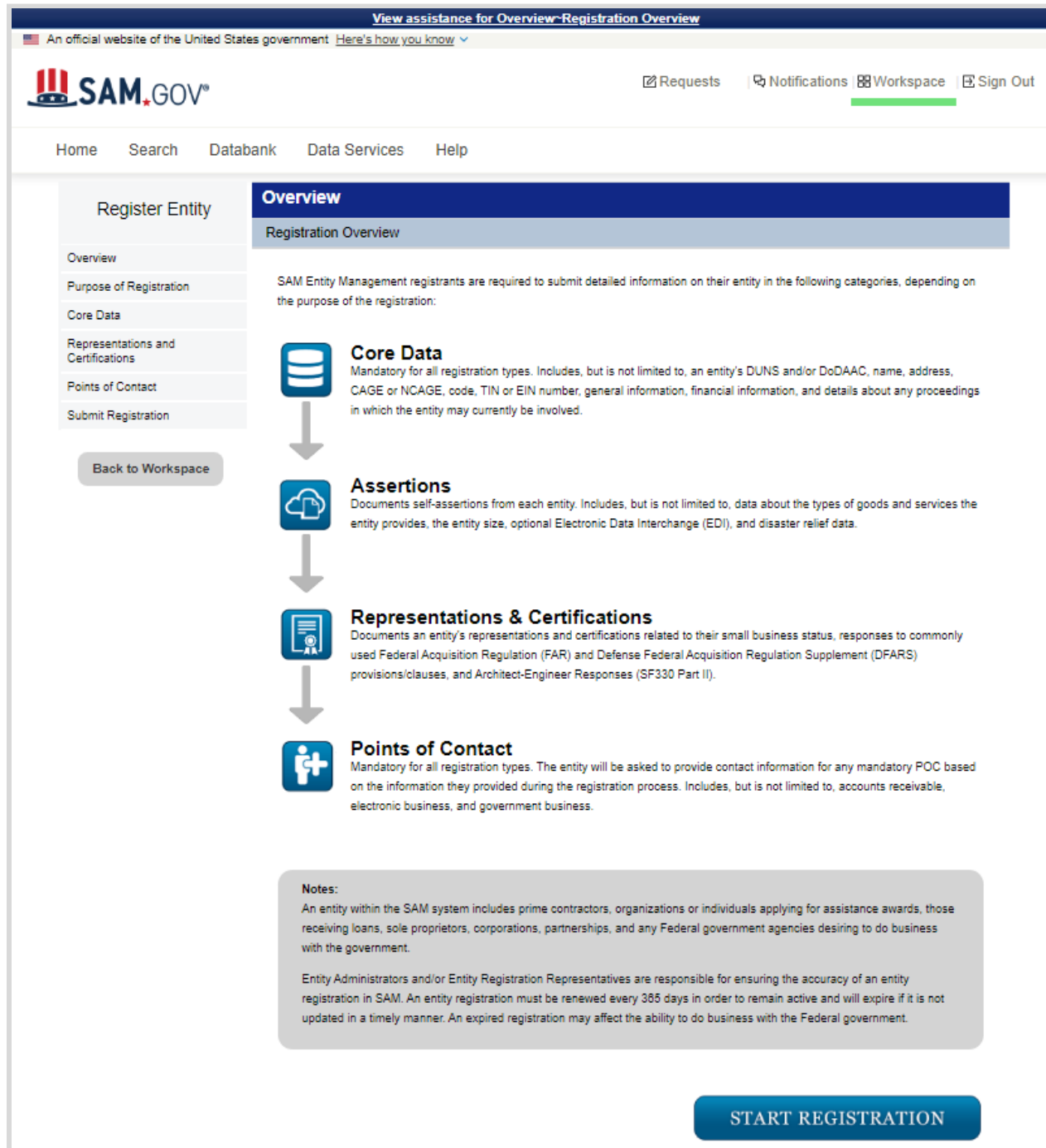
- Review the four steps listed in “Before You Get Started” to ensure you are prepared and have set aside enough time to complete your registration.



- Select “Sign In” on the upper right corner of the screen and log in with your credentials. If you do not have an account, follow the “Get a Login.gov Account” section from the previous step.
- Once you are logged in, select “Workspace” on the upper right corner. The “Entity Management” widget should appear on the left side panel. Select “Register Entity.”



6. Review the steps in “Registration Overview,” then select “Start Registration.”



The screenshot shows the SAM.GOV website interface. At the top, there's a header with the SAM.GOV logo and navigation links: Home, Search, Databank, Data Services, and Help. A sidebar on the left lists the registration steps: Overview, Purpose of Registration, Core Data, Representations and Certifications, Points of Contact, and Submit Registration. The main content area is titled "Registration Overview" and contains a flowchart of the registration process. The flowchart starts with "Core Data", followed by "Assertions", then "Representations & Certifications", and finally "Points of Contact". Each step has a brief description of what it entails. At the bottom right, there is a large blue button labeled "START REGISTRATION".

**Overview**

**Registration Overview**

SAM Entity Management registrants are required to submit detailed information on their entity in the following categories, depending on the purpose of the registration:

**Core Data**  
Mandatory for all registration types. Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.

**Assertions**  
Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

**Representations & Certifications**  
Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

**Points of Contact**  
Mandatory for all registration types. The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

**Notes:**  
An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.  
  
Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

**START REGISTRATION**



7. The “Before You Start” page will appear. Review and make sure you have all the necessary information, then select “Continue.”

[View assistance for Overview-Registration Overview](#)

Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

### BEFORE YOU START

You will need the following information:

**U.S. REGISTRANTS:**

- Your DUNS Number, Legal Business Name, and Physical Address for your Entity.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**INTERNATIONAL REGISTRANTS:**

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).  
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address for your Entity. Make sure your DUNS information and NCAGE information match.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCEL

CONTINUE

**Notes:**

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

START REGISTRATION

8. Select the type of entity you are registering. As an assistance applicant, for “Why are you registering this entity to do business with the U.S. government,” please select “I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.” Then select “Next.”

Register Entity

Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Purpose of Registration

Determine Purpose of Registration

Page Description

This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in [FAR 52.204-7 System for Award Management](#).

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

What type of entity are you registering?\*

☐ Business or Organization

☐ U.S. State Government

☐ U.S. Local Government

☐ Tribal Government

☐ Foreign Government

Why are you registering this entity to do business with the U.S. government? \*

☐ I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.

☐ I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

Cancel

Previous

Next

- Review the Purpose of Registration page and the sections you must complete, then select “Next.”

Register Entity

Overview

**Purpose of Registration**

✓ Determine Purpose

→ Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Cancel

Previous

**Next**

**Purpose of Registration**

Confirm Purpose

Page Description

Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.

**Purpose of Registration:**

Federal Assistance Awards Only

**You are required to complete the following sections:**

Core Data

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## Core Data

10. Enter entity information. Note: When entering your address, look at your DUNS information and make sure the address *exactly* matches, including capitalization and punctuation. Then select “Next.”

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Core Data

Entity Information

Page Description

Please enter the information associated with the unique identifier of the entity you want to register.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Unique Identifier:

DUNS Number: \*

If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or [govt@dnb.com](mailto:govt@dnb.com). International entities can email [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com).

Entity Name:

A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.

Legal Business Name: \*

Entity Physical Address:

Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1: \*

Address Line 2:

City: \*

State/Province: \*

Please select a value

ZIP/Postal Code: \*

Country: \*

UNITED STATES

Cancel

Previous

Next

## 11. Verify your entity information and select “Save and Continue.”

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Core Data
US TEST COMPANY 909

Verify Entity Information
DUNS: 362263191

Page Description

Please carefully review the validated information associated with your entity. Once you select “Save and Continue” on this page, the validated information will appear in your entity’s registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

Details Entered by the User		Validated Details	
DUNS:	362263191	DUNS:	362263191
Legal Business Name:	US TEST COMPANY 909	Legal Business Name:	US TEST COMPANY 909
Doing Business As:	(none)	Doing Business As:	(none)
Address Line 1:	3501 CORPORATE VALLEY PKWY	Address Line 1:	3501 CORPORATE VALLEY PKWY
Address Line 2:		Address Line 2:	
City:	Center Valley	City:	Center Valley
State:	PA	State:	PA
ZIP/Postal Code:	18034	ZIP/Postal Code:	18034
Country:	UNITED STATES	Country:	UNITED STATES

Cancel
Save and Continue

12. Enter business information. Be sure to record what you enter for your MPIN, because you will need this number later. Select “Save and Continue.”

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US TEST COMPANY 909

Business Information

DUNS: 362263191

Page Description

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's Business Information:

Business Start Date ( M M / D D / Y Y Y Y ) : \*

Fiscal Year End Close Date (MM/DD): \*

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District:

PA 07

Create MPIN: \*

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

\*Note: The screenshot above does not capture the entire page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

13. Enter all mandatory and applicable optional fields displayed on the IRS Consent page and select “Save and Continue.”

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Core Data

US TEST COMPANY 909

IRS Consent

DUNS: 362263191

Page Description

Please carefully read the "Consent to Disclosure of Tax Information" on this page. Follow the instructions to provide the Taxpayer Information required for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN Match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN Match is being performed.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

CONSENT TO DISCLOSURE OF TAX INFORMATION

By entering my Marketing Partner Identification Number (MPIN) as my Signature below, pursuant to 26 U.S.C. 6103(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for **US TEST COMPANY 909** in the most current tax year reported.

I recognize this IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

TIN Match Instructions:

Provide the Taxpayer Information required for the most current tax year reported for this entity.

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

\*Note: The screenshot above does not capture the entire IRS Consent page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

14. Enter CAGE code information and select “Save and Continue.” If you do not have a CAGE code, one will be assigned to you.

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US TEST COMPANY 909

CAGE Code

DUNS: 362263191

Page Description

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*

☐ Yes
 ☐ No

CAGE Code:

Cancel

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Save and Continue



15. Enter ownership detail information and select “Save and Continue.”

\*Note: Based on how you answered the previous questions and entity type you have elected, this page may or may not appear.

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Core Data

Us Test Company 549

Ownership Details

DUNS: 362261773

Page Description

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.18](#) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate [FAR 52.204-17](#) which you will certify to later in the Reps & Certs. If you don't know your owner's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away. You cannot complete your registration without it. Please note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does another entity own or control the entity you are registering?\*

☐ Yes
 ☐ No

View the [definition of Immediate Owner](#) on Acquisition.gov.

Cancel

Previous

Save and Continue

16. Enter predecessor details information and select “Save and Continue.”

\*Note: Based on how you answered the previous questions and entity type you have elected this page may or may not appear.

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Us Test Company 549

Predecessor Details

DUNS: 362261773

Page Description

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.1804 \(d\)](#) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reps & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use [CAGE Search](#) to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Are you a successor to a predecessor that held a Federal contract or grant within the last three years?\*

☐ Yes
 ☐ No

Cancel

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Save and Continue

## 17. Enter general Information and select “Save and Continue.”

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Core Data

US TEST COMPANY 909

General Information

DUNS: 362263191

Page Description

Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Country of Incorporation:

Please select a value

Company Security Level:

Please select a value

Highest Employee Security Level:

Please select a value

Entity Type:

You categorized your entity as: **Business or Organization**. Further describe your entity by selecting the relevant business types.

Institution Type:

Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

Not Applicable

Disadvantaged Business Enterprise:

Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?

No

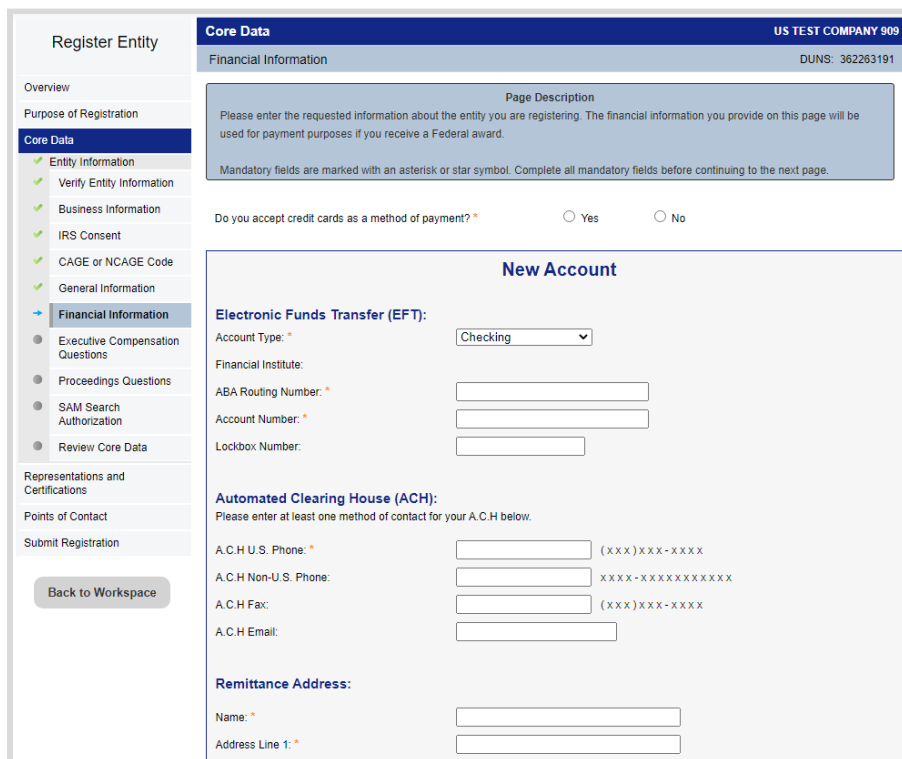
Native American Entity Type:

If your organization is a Federally Recognized Native American Entity, choose all that apply:

☐ Alaskan Native Corporation Owned Firm

\*Note: The screenshot above does not capture the entire General Information page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

## 18. Enter financial information and select “Save and Continue.”



**Register Entity**

**Core Data** US TEST COMPANY 909

**Financial Information** DUNS: 362263191

**Page Description**

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you accept credit cards as a method of payment? \* ☐ Yes ☐ No

**New Account**

**Electronic Funds Transfer (EFT):**

Account Type: \*

Financial Institute:

ABA Routing Number: \*

Account Number: \*

Lockbox Number:

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H. below.

A.C.H. U.S. Phone: \*  (xxx)xxx-xxxx

A.C.H. Non-U.S. Phone:  xxx-xxxxxxxxxx

A.C.H. Fax:  (xxx)xxx-xxxx

A.C.H. Email:

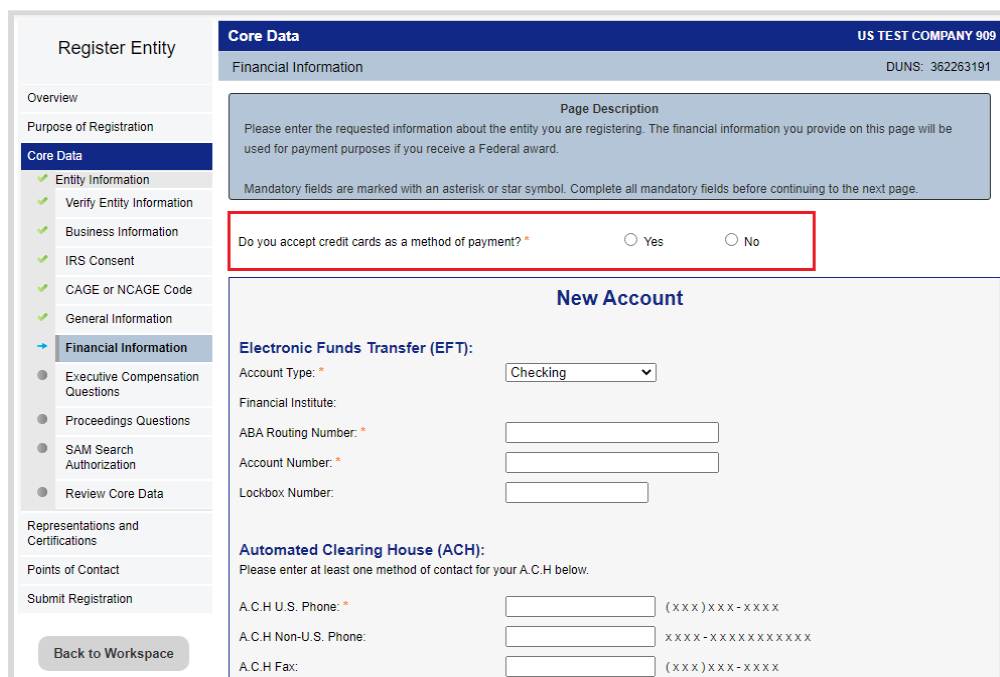
**Remittance Address:**

Name: \*

Address Line 1: \*

\*Note: The screenshot above does not capture the entire financial information page. Please make sure to scroll through the entire page and fill in all mandatory and applicable optional fields.

*Tip:* Make sure to answer the first question in the red box.



**Register Entity**

**Core Data** US TEST COMPANY 909

**Financial Information** DUNS: 362263191

**Page Description**

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you accept credit cards as a method of payment? \* ☐ Yes ☐ No

**New Account**

**Electronic Funds Transfer (EFT):**

Account Type: \*

Financial Institute:

ABA Routing Number: \*

Account Number: \*

Lockbox Number:

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H. below.

A.C.H. U.S. Phone: \*  (xxx)xxx-xxxx

A.C.H. Non-U.S. Phone:  xxx-xxxxxxxxxx

A.C.H. Fax:  (xxx)xxx-xxxx

## 19. Answer executive compensation questions and select “Save and Continue.”

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US TEST COMPANY 579

Executive Compensation Questions

DUNS: 362262367

Page Description

Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Executive Compensation:

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

- 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Please select a value

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? \*

Not Applicable

Cancel

Previous

Save and Continue

## 20. Answer proceedings questions and select “Save and Continue.”

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US TEST COMPANY 579

Proceedings Questions

DUNS: 362262367

Page Description

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Proceedings:

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

Please select a value

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

- Criminal proceeding resulting in a conviction or other acknowledgment of fault;
- Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
- Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

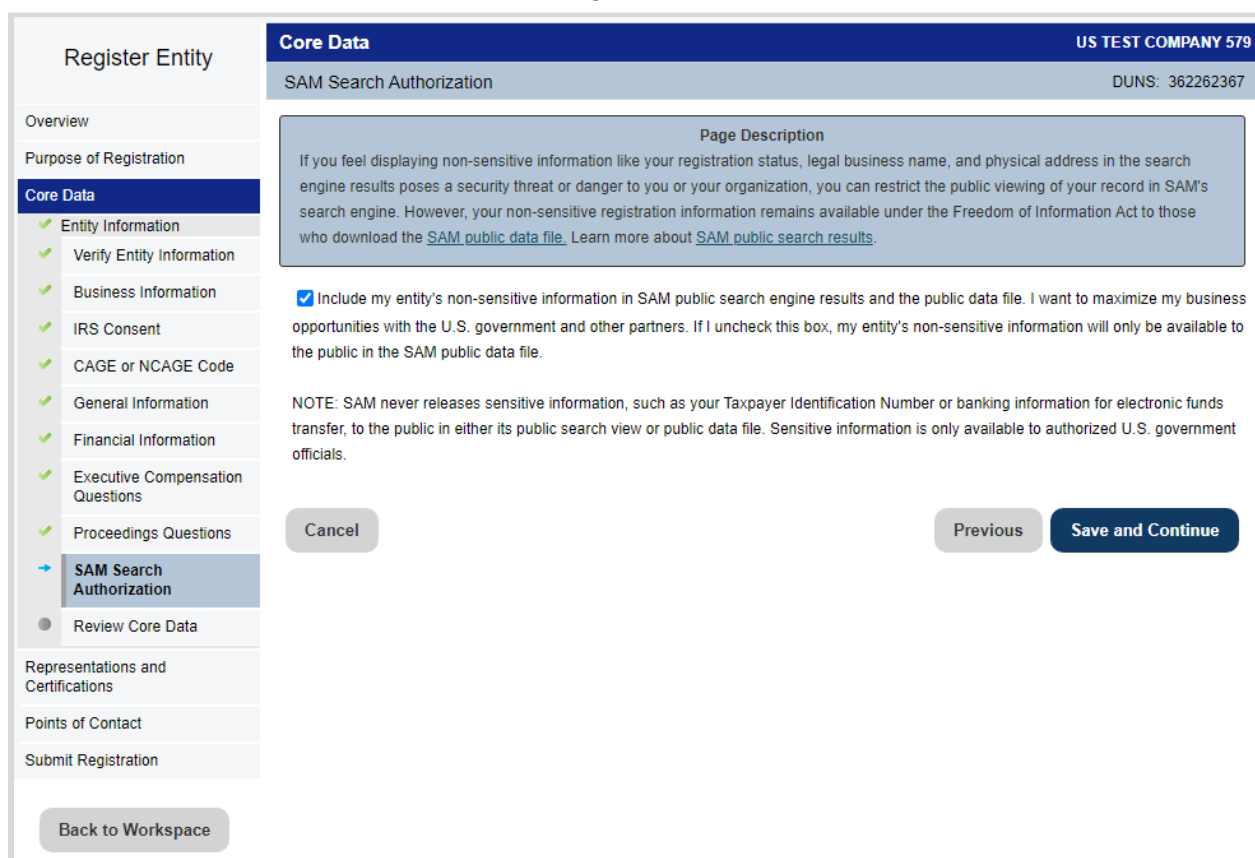
Not Applicable

Cancel

Previous

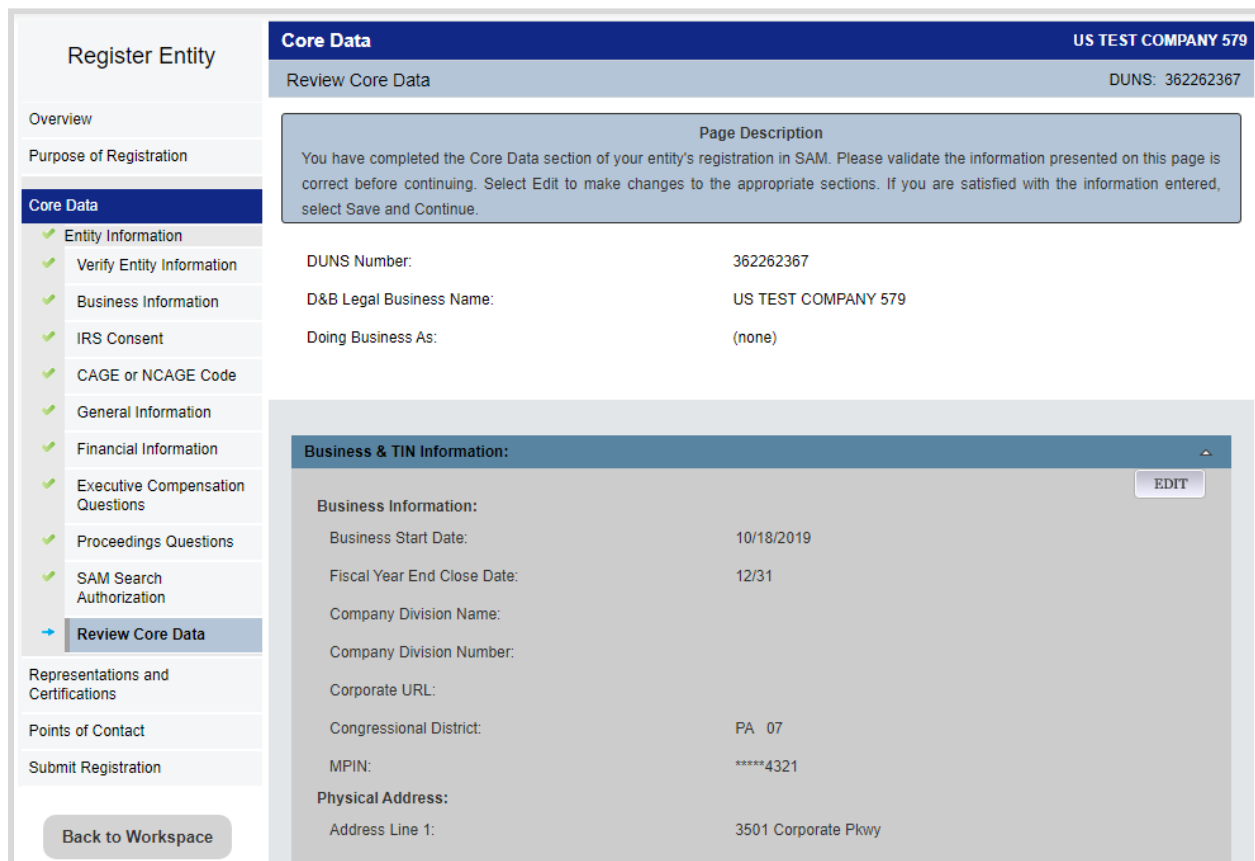
Save and Continue

21. The SAM Search Authorization page will display. Here you are agreeing to allow only your non-sensitive entity registration data to be displayed in the SAM.gov public search for users that have signed in. No sensitive information—such as your TIN, financial information, and email addresses—will ever be displayed in the SAM.gov public search.
22. Only restrict your record’s public view if you believe displaying your entity’s publicly available registration information—such as your registration status, legal business name, and physical address—in public search results poses a security threat or physical danger to you or your organization.
23. If you do not wish for your entity’s non-sensitive information to appear in SAM public search results and public data file, uncheck the box and select “Save and Continue.” Otherwise, select “Save and Continue” without unchecking the box.



The screenshot shows the 'Register Entity' page with the 'Core Data' section selected. The 'SAM Search Authorization' step is highlighted in the left sidebar. The main content area displays a 'Page Description' box explaining that non-sensitive information (registration status, legal business name, physical address) will be visible in public search results. Below this, a checkbox is checked, indicating the user wants to include their non-sensitive information in the SAM public search engine results and the public data file. A note states that sensitive information (TIN, banking info) is never released. At the bottom, there are 'Cancel', 'Previous', and 'Save and Continue' buttons. The top right corner shows 'US TEST COMPANY 579' and 'DUNS: 362262367'.

24. Review your entity data information. If you need to modify any information, select the “Edit” button in the upper right corner for each section. Once you have reviewed all sections, select “Save and Continue.”



**Register Entity**

**Core Data** US TEST COMPANY 579

**Review Core Data** DUNS: 362262367

**Page Description**

You have completed the Core Data section of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Save and Continue.

DUNS Number: 362262367

D&B Legal Business Name: US TEST COMPANY 579

Doing Business As: (none)

**Business & TIN Information:** EDIT

**Business Information:**

Business Start Date: 10/18/2019

Fiscal Year End Close Date: 12/31

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: PA 07

MPIN: \*\*\*\*\*4321

**Physical Address:**

Address Line 1: 3501 Corporate Pkwy

[Back to Workspace](#)

\*Note: The screenshot above does not capture the entire Core Data review page. Please make sure to scroll through the entire page and review all fields.



## Representations and Certifications

25. Enter the answer for the Financial Assistance Response question.

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Representations and Certifications

US TEST COMPANY 579

Financial Assistance Response

DUNS: 362262367

Page Description

This page provides a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep these grants certifications and representations current, accurate, and complete as part of your entity registration in SAM. Note, these may not include all federal requirements that apply to your project or program. Federal assistance awarding agencies will notify you if they require additional certifications. If you have questions, please contact the awarding agency as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does US TEST COMPANY 579 wish to apply for a Federal financial assistance project or program, or is US TEST COMPANY 579 currently the recipient of funding under any Federal financial assistance project or program?\*

☐ Yes
 ☐ No

Cancel

Previous Save and Continue

26. If you select “Yes,” a page titled “Issue Financial Assistance General Certifications and Representations” will appear. Read through each of the certifications and representations presented on the page, then check the box at the bottom of the page to indicate that you have read each of the certifications and representations presented. Then select “Save and Continue.”

### Issue Financial Assistance General Certifications and Representations

As the duly authorized representative of the US TEST COMPANY 579 , I certify that US TEST COMPANY 579 :

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See 2 C.F.R. §200.113 Mandatory disclosures, 2 C.F.R. §200.214 Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables ");
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See 2 C.F.R. §200.302 Financial Management and 2 C.F.R. §200.303 Internal controls);
3. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy (See 2 C.F.R. §200.112 Conflict of interest);
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all Federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See 2 C.F.R. §200.300 Statutory and national policy requirements and 2 C.F.R. §200.303 Internal controls);
6. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and public policies governing financial assistance awards and any Federal financial assistance project covered by this certification document, including but not limited to:
  - a. Trafficking Victims Protection Act(TVPA) of 2000, as amended, 22 U.S.C. §7104(g);
  - b. Drug Free Workplace, 41 U.S.C. §8103;
  - c. Protection from Retaliation of Disclosure of Certain Information, 41 U.S.C. §4712;
  - d. National Environmental Policy Act of 1969, as amended, 42 U.S.C. §4321 et seq;
  - e. Universal Identifier and System for Award Management, 2 C.F.R. part 2;
  - f. Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;
  - g. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
  - h. Civil Actions for False Claims Act, 31 U.S.C. §3730;
  - i. False Claims Act, 31 U.S.C. §3729, 18 U.S.C. §§287 and 1001;
  - j. Program Fraud and Civil Remedies Act, 31 U.S.C. §3801 et seq;
  - k. Lobbying Disclosure Act of 1995, 2 U.S.C. §1601 et seq;
  - l. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq;
  - m. Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 et seq;
  - n. Title IX of the Education Amendments of 1972, as amended; 20 U.S.C. §1681 et seq
  - o. Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794; and
  - p. Age Discrimination Act of 1975, as amended, 42 U. S. C. §6101 et seq.

☒ I have read each of the certifications and representations presented on this page. By submitting this certification, I, Faye Ou, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent US TEST COMPANY 579 by providing false, fictitious, or fraudulent information to the U.S. Government.

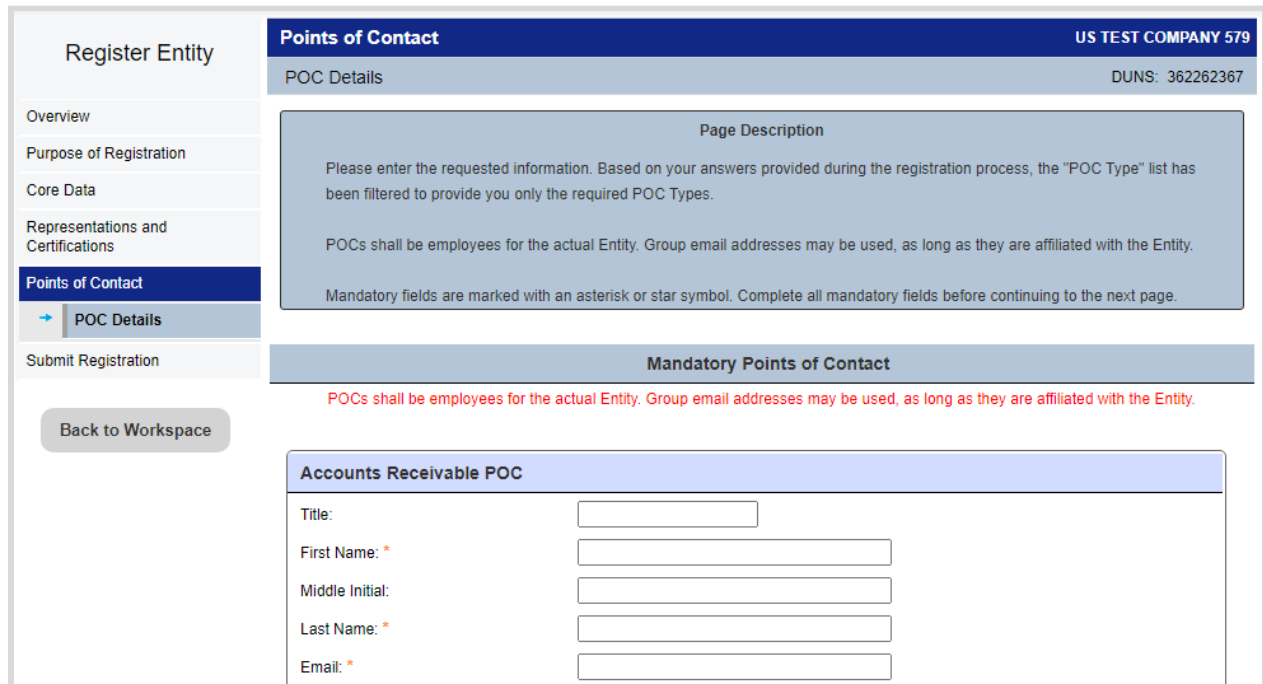
Cancel

Previous

Save and Continue

## Points of Contact

27. Enter points of contact (POCs) detail information.



**Register Entity**

**Points of Contact** US TEST COMPANY 579

POC Details DUNS: 362262367

**Page Description**

Please enter the requested information. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Mandatory Points of Contact**

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

**Accounts Receivable POC**

Title:

First Name: \*

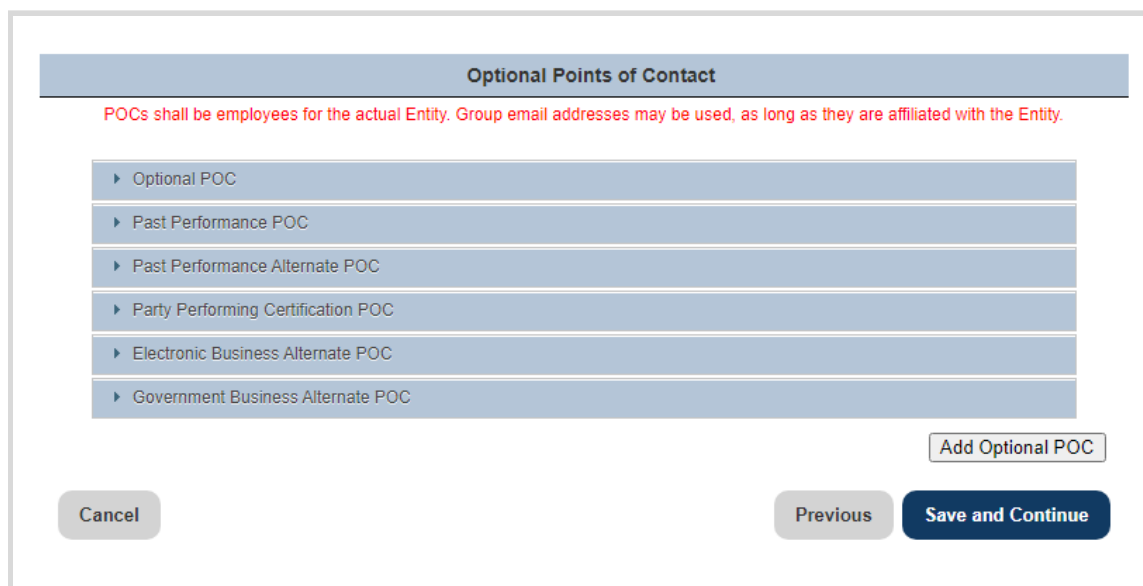
Middle Initial:

Last Name: \*

Email: \*

\*Note: The screenshot above does not capture the entire Points of Contact page. Please make sure to scroll through the entire page and fill all required fields.

28. Optional POCs will display in collapsed blue bars as shown below.



**Optional Points of Contact**

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

- Optional POC
- Past Performance POC
- Past Performance Alternate POC
- Party Performing Certification POC
- Electronic Business Alternate POC
- Government Business Alternate POC

Add Optional POC

Cancel Previous Save and Continue

29. Select the applicable POC (blue bar) you wish to enter information for, and the section will expand. Enter all mandatory and applicable optional fields.

Optional POC

Past Performance POC

**Points of Contact:**

Copy From:
Please select a value
COPY

Title:

First Name:\*

Middle Initial:

Last Name:\*

Email:\*

Phone: \* US or Non US Phone is mandatory

US Phone:
( )- -

Extension:

Non US Phone:
-

US Fax:
( )- -

Notes:

Address Line 1:\*

Address Line 2:

City:\*

State/Province:\*
Please select a value

ZIP/Postal Code:\*

Country:\*
UNITED STATES

Delete

Past Performance Alternate POC

Party Performing Certification POC

Electronic Business Alternate POC

*Tip:* If you need to add additional POC(s), select the gray “Add Optional POC” button. Additional line(s) for optional POC will be displayed at the bottom. Select the line to expand and fill in all mandatory and applicable optional fields. Complete the section and select “Save and Continue.”

Optional Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

▶ Optional POC
▶ Past Performance POC
▶ Past Performance Alternate POC
▶ Party Performing Certification POC
▶ Electronic Business Alternate POC
▶ Government Business Alternate POC
▶ Optional POC

Cancel

Previous

Save and Continue

Add Optional POC

30. Review supplemental Small Business Administration information and select “Save and Continue.”

\*Note: Based on how you answered the previous questions and entity type you have elected, this page may or may not appear.

Register Entity

Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

→ SBA Profile

Submit Registration

Back to Workspace

SBA Supplemental

Us Test Company 549

SBA Supplemental

DUNS: 362261773

Page Description

ATTENTION SMALL BUSINESSES: Do you want to further promote your business? The Small Business Administration (SBA) offers a government website called the Dynamic Small Business Search (DSBS). Government contracting/purchasing officials use DSBS in their market research to find viable small businesses for their contracting needs. DSBS collects and provides supplemental information about your company including past work performance, client referrals, and detailed capabilities statements; information that could reduce the selection process time. Federal prime contractors also use the DSBS to find small businesses to include in their subcontracting plans.

Register or Update Your Firm's SBA Profile in the Dynamic Small Business Search (DSBS)

- Who should complete an SBA Profile in the DSBS?
  - REQUIRED: Firms applying for SBA certification as HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program or self-certifying as WOSB or EDWOSB for the WOSB Federal Contracting Program must complete the SBA Supplemental Pages to register or update their SBA Profile.
  - OPTIONAL: We highly recommend all small businesses complete the SBA Supplemental Pages to register or update their SBA Profile.
- How do I complete an SBA Profile in the DSBS?
  - Select Register or Update SBA Profile on this page. This will open a new window and take you directly to the SBA Supplemental Pages for your entity. Please remember to come back to the SAM window to complete and submit your entity registration.
- How do I know if my entity gets an SBA certification?
  - SBA will notify SAM if and when your entity is added to a certification program. SAM will send an e-mail to your entity's administrator when the SBA sends the confirmation.
  - If your entity is added to the 8(a) or 8(a) Joint Venture Program, the Business Type information will be updated. You will be instructed to review the changes found on the General Information page and to re-certify to your entity's small business status.
  - If you are added to the HUBZone Program, the Representations and Certifications portion of your entity's registration will be updated. You will be instructed to review the changes and re-certify to your entity's small business status.

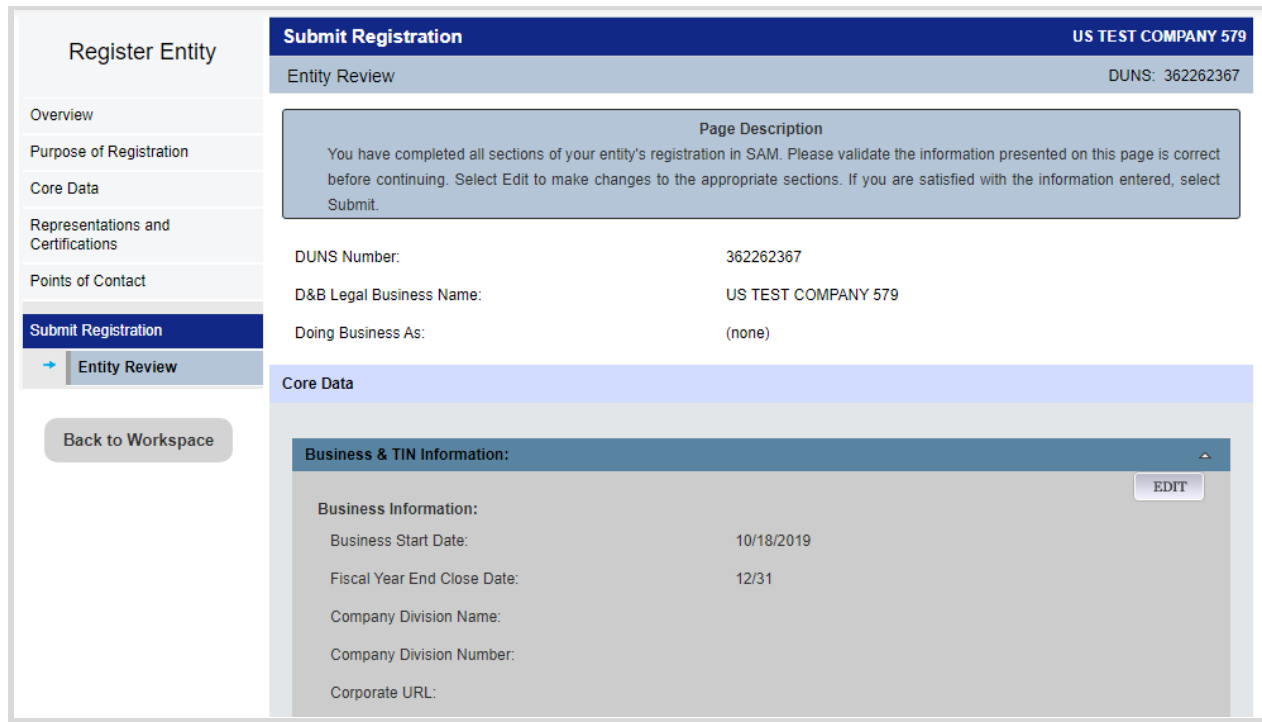
The SBA Supplemental Page link is currently unavailable. Please [visit SBA](#) directly if you need to update your profile.

Cancel

Previous

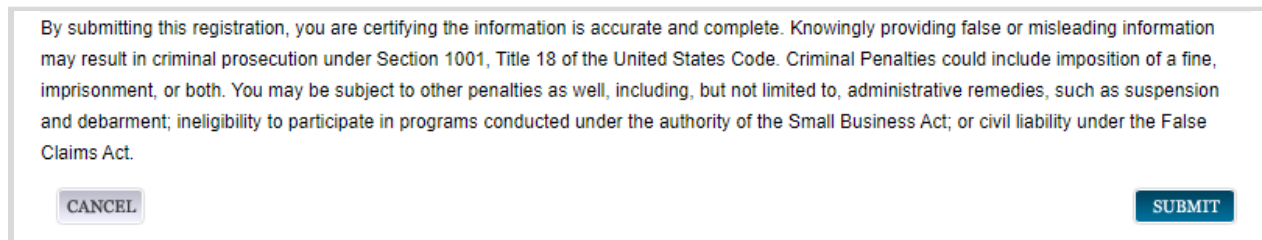
Save and Continue

31. Review all entity information entered. If you need to modify any information, select the “Edit” button in the upper right corner of each section.



\*Note: The screenshot above does not capture the entire Entity Review page. Please make sure to scroll through the entire page and review all fields.

32. Select “Submit” to complete your entity registration.



33. The confirmation page will display to confirm your registration has been submitted. Review the steps in “What happens next?” Select “Back to Workspace,” and you will be navigated to your Workspace where you can review your entity record and print or save a PDF.

Register Entity

Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Entity Review

Confirmation Page

Submit Registration

Us Test Company 549

Confirmation Page

DUNS: 362261773

Registration Submitted - Confirmation

Tue Jun 15 14:26:00 EDT 2021

You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.

**What happens next?**

- 1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.
- 2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.
- 3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
- 4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.
- 5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.
- 6 You can get FREE help with your registration by contacting our supporting [Federal Service Desk \(FSD\)](#). In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Check the [PTAC website](#) to locate your closest PTAC.

Select [Back to Workspace](#) to be navigated to your Workspace where you can view your entity record and print or save a PDF.

Back to Workspace



*Tip:* You can view your entity by selecting the “Submitted” bubble in your Workspace. You will receive an email from “@sam.gov” when your registration passes external validations and becomes active. Then, you can view your entity by selecting the “Active” bubble.

### Workspace

#### Entity Management

What do I need for registration?

[Register Entity](#)

#### Entity Registration

2

ACTIVE

0

DRAFT

0

WORK IN  
PROGRESS

1

SUBMITTED

0

PHRR

Next Update Due: **Sep 26, 2020** | Due in Next 30 days: **0 Entity Registrations**

#### Unique Entity ID

0

ACTIVE

0

DRAFT

0

WORK IN  
PROGRESS

0

SUBMITTED